DENVER HOMEOWNERSHIP CENTER SINGLE FAMILY HOUSING UNDERWRITING INDEX (N – R)

(Revised 02-13-05

SUBJECT	HANDBOOK (HB)	MORTGAGEE LETTER (ML-
1	1	
NATIVE AMERICAN LANDS	See Tribal Trusts	
NEIGHBORHOOD WATCH		MLs 03-15; 02-07; 02-15; 02-16; 02-20
NET BRANCHING		ML 00-15
NETTING AUTHORIZATION		FHA-Connection – Case Processing
NEW CONCTRUCTION	HB 4145.1, Section 3-3	ML 01-27
Paper Reduction		ML 95-11
NON-OCCUPYING CO-BORROWER	HB 4155.1, Section 1-8B	
Maximum Mortgage – One-unit Property	HB 4155.1, Section 1-8B	
75% LTV U.S. Principal Residence	HB 4155.1, Section 1-8B HB 4155.1, Section 2-2A(3)	
NON-PROFIT AGENCIES	HB 4155.1, Section 1-5	ML 00-08
As Borrowers	HB 4155.1, Section 1-5	MLs 96-52; 95-40, #V
Community Housing Development Organization (CHDO)		CPD 97-11
Conflict of Interest		MLs 02-01; 01-30, App. C
Consultant Services		ML 02-01
Downpayment/Identity of Interest		ML 96-18
Financial Capacity		ML 02-01
Experience Criteria		ML 02-1
Gift Documentation		ML 00-28
Gift to Pay of Borrower's Debts		ML 02-02
Housing Developer Definition		ML 01-30, App. C

SUBJECT	HANDBOOK (HB)	MORTGAGEE LETTER (ML)
NON-PROFIT AGENCIES (Continued)		
Identity of Interest		ML 96-52; ML 96-18, #II
Income Verification		ML 01-30, App. C
Inducement to Purchase		ML 02-02
Instrumentality of Government		ML 94-2; Memo 8-23-01; Notice 00-7
2-year Experience Criteria		ML 94-2
\$1 Homes Sales		Notice 01-6; Notice 00-7
IRS Requirements/Tax Exempt Status		ML 02-01
Land Use Restriction Addendum		ML 01-30
Mortgage Forms		ML 02-03
Mortgagee Responsibility		ML 02-01
Net Development Costs		ML 01-30,
		App. A
Office Facility Requirements		ML 02-01
Owner-occupant Definitions		Notice 94-74
Payment of Borrower Obligations		ML 02-02
Profit Limitations		ML 01-30, App. A
Remedy if Excess Profits		ML 01-30
Purchasers/Mortgagors	HB 4155.1, Section 1-5	Notice 94-74
Quality Control Plan		ML 02-01
Record-keeping Requirements		ML 02-01
Refinancing w/FHA Insurance		ML 00-28, Page 4
Reporting Requirements		MLs 02-01; 00-08
Rehab & Resale		ML 02-01
REO Properties		
10-30% Discount		MLs 00-27; 00-08; Directive 00-6
Discounted Sales Price		ML 00-27
Financing Closing Costs		ML 00-27
Ten-unit Limitation		ML 00-08
Secondary Financing Providers	HB 4155.1, Section 1-13	Memo 8-23-01
Secondary Financing	HB 4155.1, Section 1-13	ML 94-2
Transferability Restrictions		ML 94-2
Refinancing W/FHA Insurance		ML 00-28
Seven Unit Limitation Waiver		MLs 96-23; 00-08
Tax ID Number Required		
Types of Assistance		ML 99-08
203k		MLs 96-21; 95-40
NON-PURCHASING SPOUSE	HB 4155.1, Section 2-2D	HOC Letter 99-2

SUBJECT	HANDBOOK (HB)	MORTGAGEE LETTER (ML)
	VID 4155 1 G 1 0D	
NON-REALTY ITEMS	HB 4155.1, Section 1-9D	
NON-TRADITIONAL CREDIT	HB 4155.1, Section 2-4B2	
NOTE (Model)	HB 4651.1, Section 4-4	
NOTICE TO HOMEBUYER REVISED		ML 03-18
NOTICE TO LENDER REIVSED		ML 03-18
	0	
OCCUPANCY REQUIREMENTS		
Co-borrower, Occupancy (Within 60 Days)	HB 4155.1, Section 2-2	
Principal Residence (Within 60 Days)	HB 4155.1, Section 1-2	
OFFICER-NEXT DOOR		ML 00-27 Notice H 97-51
ORGANIZATION OF HUD	HB 4000.2, Section 1-17	
Headquarters	HB 4000.2, Section 1-17A	
Field Operations – HOCs	HB 4000.2, Section 1-17B	
	P	
PAPERWORK REDUCTION		ML 94-55; 95-11; 95-31; 96-29
PAY HISTORY/LATE SUBMISSION	HB 4165.1, Section 3-1, B-3	
PEST INSPECTION		
Forms 99 a/b		MLs 99-3; 97-40; 95-33 (90 Days)
Picture ID No More		ML 94-55

SUBJECT	HANDBOOK (HB)	MORTGAGEE LETTER (ML)
PLANNED UNIT DEVELOPMENT	HB 4150.2, Section 9	
Definition	HB 4150.2, Section 9-0	
Eligibility	HB 4150.2, Section 9-0	
Elimination		ML 03-02
POWER OF ATTORNEY		
Incapacitated Borrowers	HB 4155.1, Section 3-5B	
Loan Application	HB 4155.1, Section 3-5	
Military Personnel	HB 4155.1, Section 3-5A	
PREMIUM PRICING	HB 4155.1, Section 1-9J	ML 91-44
ARM, Buydown		MLs 98-1; 91-15; 89-24
Closing Costs, Prepaid, Mortgage Payment		MLs 94-7; 97-26
PRE-PAID ITEMS		
Interest Credit		
Purchases	HB 4155.1, Section 1-9B	
Refinances		ML 93-29, #3
Taxes & HOA Dues		ML 97-26
PRINCIPAL RESIDENCE	HB 4155.1, Section 1-2	
PROJECTED OBLIGATIONS	HB 4155.1, Section 2-11C	
PROPERTY FLIPPING		ML 03-7
PROPERTY TAX ESCROW		ML 04-28
PROPOSED CONSTRUCTION	HB 4000.2, Section 2-3/2-6	
PUD APPROVAL ELIMINATION		ML 03-02
(2	
QUALITY CONTROL - 203k	HB 4240.4, Section 1-20	ML 00-22
QUALITY CONTROL - Lenders	HB 4060.1, Section 6	

SUBJECT	HANDBOOK (HB)	MORTGAGEE LETTER (ML)	
R			
RATINGS - NO APPEAL		ML 95-36	
RATIOS			
Construction Documentation, Hi & Low Ratio		ML 95-11	
Exceeded: Benchmark Guidelines		ML 97-26	
EEH (31%/43%)	HB 4155.1, Section 2-19		
Construction Documentation, Hi & Low Ratio		ML 95-11	
Exceeded: Benchmark Guidelines		ML 97-26	
EEH (31%/43%)	HB 4155.1, Section 2-19	141E 77 20	
Identity of Interest (85% LTV)	HB 4155.1, Section 1-8A	MLs 98-29; 98-31	
LTV	112 1122.1, 2001011 1 011	1,125 90 25, 90 51	
Non-occupying Co-borrowers (75% LTV)	HB 4155.1, Section 1-8B		
Storm Shelters		ML 00-04	
Stretch (CABO; Post 10-93 Construction)		ML 93-26	
REAL ESTATE OWNED PROPERTIES (REO)	HB 4310.5		
\$ Sale to Local Government		Notice 01-06	
Addendum to Sale Contract		Notice 01-06	
Annual Reports		Notice 00-07	
Appraisal Procedures		ML 00-27	
Appraisal Value	HB 4000.4, Section 3-20; HB 4150.2	ML 02-27	
Appraiser Roster		ML 00-27	
As-Is-Policy		Notice 00-07	
Case Numbers		ML 00-27	
Demolition Procedure		Notice 00-07	
Development Costs		ML 96-21	
Earnest Money		ML 94-46	
Escrow Procedures	HB 4000.4, Section 3-21; HB 4310.5, Section 10-8	ML 95-56	
Incentives	,	Notice H 98-32	
Investors			
Down Payment		Notice H 98-32	
Lead-based Paint Guidelines		Notice 01-01	
203(k)		Notice 01-01, C3g	
M&M Contractors		MLs 02-09; 01-06	
Management Marketing		ML 00-27	

SUBJECT	HANDBOOK (HB)	MORTGAGEE LETTER (ML)
REAL ESTATE OWNED PROPERTIES (REO)	(==)	
(Continued)		
Maximum Mortgage		MLs 00-27; 98-29
Officer/Teacher Next Door Program 203(k)		ML 00-27
0		Notice 01-01
Maximum Mortgage 203(k)		Directive 99-4
Non-profit Purchase		MLs 00-27; 00-08;
1		Directive 00-06;
		Notice 00-03
Discounted Price		ML 00-27
Land Use Restriction Addendum		ML 01-30
Officer Next Door		ML 00-27;
		Notice 00-7
Refinance w/ 203(k)		ML 92-33, #8
Revitalization Area		Directive 00-16;
		Notice 00-03
Sales Addendum - \$1		Notice 00-07
Sales Contract		ML 00-27;
		Directive 00-20;
		Notice 98-33
Sales Incentives		Directive 99-4
Sales Procedures –203(k)	HB 4150.2,	ML 00-27;
	Section 3-6A.5	Notice H 99-4;
T 1 N (D		ML 00-27
Teacher Next Door		Notice 00-7
RECASTING A MORTGAGE	HB 4165.1, Chap. 5	
REFERRAL FEES (See Conflict of Interest)		
RED TAG (IBTS)		(703) 481-2010
REFINANCE	HB 4155.1, Section 1-10	
Allowable Charges	112 112011, 20011011 1 10	ML 96-18
Annual MIP (Term/LTV)		ML 90-18 ML 00-46
ARM-to-ARM		ML 00-46 ML 96-18
ARM to Fixed		ML 90-18 ML 01-12
Buydowns	HB 4155.1, Section 2-14	WIL U1-12
Cash-back	HB 4155.1, Section 1-11B	ML 97-26
Churning	11D 4133.1, Section 1-11D	ML 97-20 ML 90-20
Delinquent Lien	HB 4155.1,	1V1L /U-4U
Dennquent Lien	Section 1-12D(6)	
	Section 1-12D(0)	

SUBJECT	HANDBOOK (HB)	MORTGAGEE LETTER (ML)
REFINANCE (Continued)		ML 96-18
Non-streamline		ML 94-30
Delinquent Refinance Program		ML 00-05
HUD-1 Addendum		ML 97-26
Land Contracts		ML 94-07
Lead-based Paint		ML 96-10, #V
Maximum Mortgage		MLs 96-18; 97-26
Multiples of \$1		ML 96-46
Streamline		ML 01-12
MIP, Streamline Refinance		MLs 01-12; 00-46; 91-26, 2-5
Mortgage Payments		MLs 91-12; 94-46
Non-profit Entities		ML 00-28
No Cash Back	HB 4155.1, Section 1-11A	ML 97-26
Payments (Number of)		ML 01-12
Prepaid Expenses		ML 96-18
Repairs	HB 4000.4,	ML 96-18, #II;
	Sections 3-8A; 3-9B	HOC Letter 99-2
Section 235	HB 4155.1, Section 1-12D(20)	
Streamline	HB 4155.1, Section 1-12	ML 01-12
Appraisal Expiration		
Deletion of Borrower		
Loan Amount Exceed Previous Loan		MLs 94-7; 01-12;
(W/appraisal)		96-18
Loan Applications		
MIP Netting (Refund exceeds new MIP)		ML 96-18
Repairs		ML 82-25
Termite Inspections		MLs 01-12; 00-46
Transferring Cases		ML 96-18
UFMIP of Mortgages Closed Prior to 7-1-1991		ML 96-18
UFMIP Refund		MLs 00-46; 01-12; 00-46
	IID 4165 1 61 6	
RELEASE OF A PORTION OF SECURITY	HB 4165.1, Chap. 6	
RELOCATIONS	HB 4155.1, Section 1-2A	
REJECTED LOANS	HB 4000.2, Section 4-8	
RENT CREDIT (Include Option to Purchase)	HB 4155.1, Section 2-10N	

SUBJECT	HANDBOOK (HB)	MORTGAGEE LETTER (ML)
REPAIRS		
Borrower's Allowable Repairs on Purchase	HB 4155.1, Section 1-7C1	
Compliance Inspection	HB 4000.4,	
	Section 3-8 A & B	
Evidence of Completion		ML 96-18, #II
HEMC	HB 4235.1, Section 3-5	
Mortgage Calculation	HB 4155.1,	
	Section 1-7C(1)	
Required	HB 4150.2, Section 3-6	
Streamline		ML 82-25
RESPA		MLs 01-26; 94-7, #VI
REVITALIZATION AREAS		
Evaluation Criteria		Directive 00-16;
		Notice 00-3
ROUNDING MORTGAGE AMOUNT (Condos Too)		ML 96-46